

## **CLERK TYPIST**

### **DEFINITION**

Under direct supervision, performs routine clerical work; performs general typing; assists the public by answering inquiries and complaints; and performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class to the clerical series. Work is performed under direct supervision, progressing to general supervision as experience is gained. With experience, more complex and varied assignments are delegated, requiring increasingly independent judgment to perform skilled typing, arithmetical calculations, and gathering and interpreting written material.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Types memos, correspondence, official documents, forms, reports, schedules, permits, minutes, statistical data, and technical data; copies records, agendas, and other documents; answers inquiries from the public, at the counter, and over the telephone; transcribes written material from notes or tapes; establishes and maintains accurate records and files; searches and retrieves information from files; recommends changes and improvements in office procedures; maintains calendars of activities for personnel within the department; maintains employee payroll-related records; orders, stores, and issues office supplies; maintains inventory records; serves as counter clerk, receptionist, and/or telephone operator; may issue, record, and audit licenses and permits; may calculate fees and issue receipts; may audit and balance payroll data, purchase orders, and claims; compiles financial, statistical activity, and legal reports; classifies and posts information; may assume duties of Secretary I, when assigned; adheres to safety standards as prescribed in the *Injury and Illness Prevention Plan*; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

### **EMPLOYMENT STANDARDS**

**Training & Experience-** High school diploma, or GED equivalent, and one year of experience in general clerical and typing work, preferably with a governmental agency. Must type accurately at a net speed of 50 words per minute. Proficient experience in Microsoft Word, Excel, Powerpoint, and Outlook, highly desirable.

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**Knowledge & Abilities- Knowledge of:** Laws, rules, procedures, policies, precedents, and supplying facts and interpretations; modern office methods, procedures, and equipment, including computers and computer software; and filing methods and recordkeeping to maintain accurate information in alphabetical, chronological, and/or numerical order. **Ability to:** Proofread to identify errors in spelling, grammar, punctuation, English usage, and statistics; make simple arithmetical calculations with speed and accuracy; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

**Licenses & Certificates-** Possession of a valid Class "C" California driver's license.

### **WORKING CONDITIONS**

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking, and carrying moderately heavy boxes up to 50 pounds, and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:

  
DANA M. RONEY  
DIRECTOR OF HUMAN RESOURCES

**DATE REVISED: January 18, 2008**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position. Shared/jobdescriptions (Final)/ClerkTypist/6-94/01-18-08/jlr